



## Employee and Family Assistance Plan (EFAP) Creating an account with an Organisation Code.

1. Navigate to <https://app.greenshieldplus.ca/>.
2. Select **Sign up**.

### Sign in to GreenShield+

Email Address

Password

[Forgot your password?](#)





[Don't have an account? Sign Up](#)



3. Select **Through an employer or organization**, then select **Continue**.

### How are you accessing GreenShield+?

Select one of the following options:

  Through an employer or organization   Through a family member   Through a personal insurance plan   I want to use health services but I'm not covered under a GreenShield plan 

4. Accept the **Terms and Conditions** and then select **Continue**.

Terms and Conditions Consent

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## Terms and Conditions Consent




Our Terms and Conditions and Privacy Policy have been recently updated. To continue using our app, please review and agree to our updated terms.

I consent to the collection, use or disclosure of my personal information as outlined in our [Privacy Policy](#) and to the [Terms and Conditions](#) governing GreenShield's services, this website and the GS+ platform. (required)

5. Select **I have an Organization Code**.

### Select your ID Type

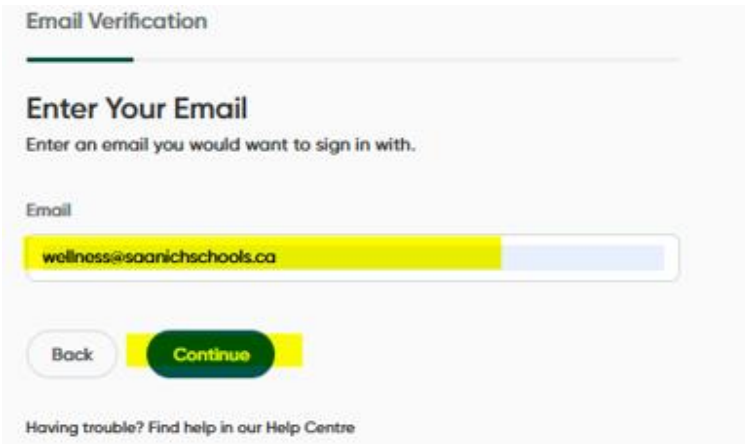
Select one of the following

-  I have a Member ID (e.g. 123456-00 or ABC123456-00) from a welcome email or benefits card   
[Where do I find my plan member ID?](#)
-  I have an Organization Code You have an Organization Code from a welcome email or a communication from your employer or organization
-  I have a Certificate Number You have a Certificate Number from a welcome email or a communication from your employer or organization

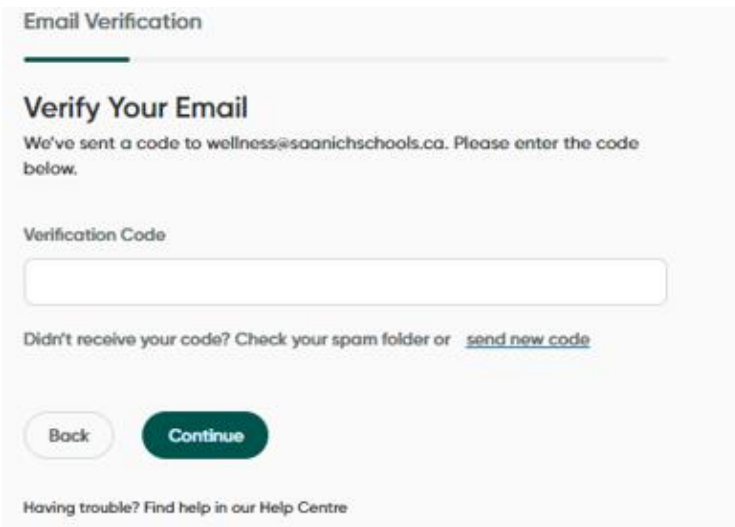
Having trouble? Find help in our Help Centre

Organization codes are typically located in a welcome email or on a printed communication. Ours is **saanichschools** (all lowercase, no spaces)

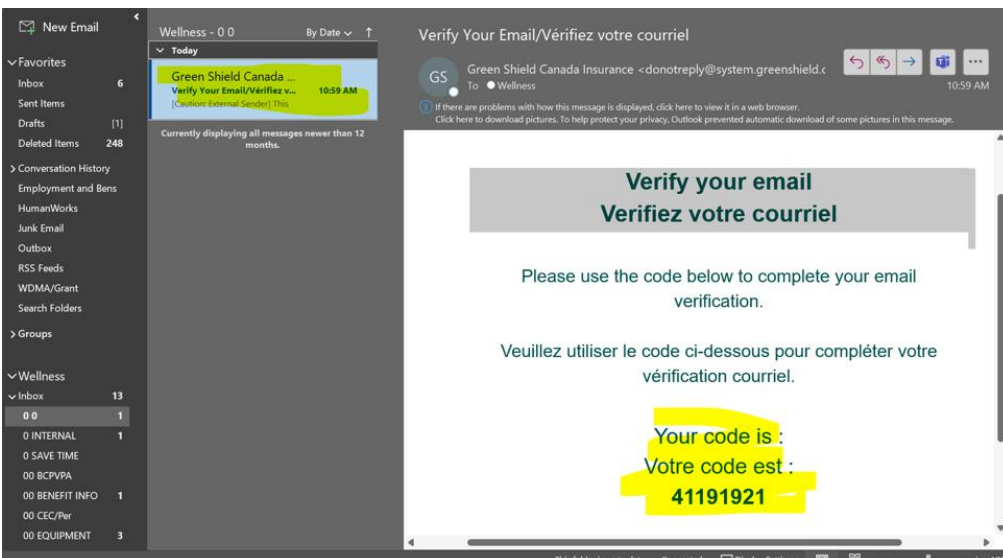
6. Enter your Saanich Schools **email address** (we provide these to GreenShield with our monthly eligibility lists (so this is how they know you're entitled to benefits) and select **Continue**.



7. You'll be asked to enter a **verification code** that you'll receive at the email you provided and select **Continue**.



8. Go to your inbox and look for an **email with a verification code**, it should look something like this:



9. Enter that **verification code** into the blank provided and click **Continue**. (Please note that each verification code is unique – you can use the one in this tutorial, you'll have to look in your email).

Email Verification

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## Verify Your Email

We've sent a code to `wellness@saanichschools.ca`. Please enter the code below.

Verification Code

Didn't receive your code? Check your spam folder or [send new code](#)

[Back](#) [Continue](#)

Having trouble? Find help in our Help Centre

10. On the **Organization Code** screen, **saanichschools** (no spaces or caps). Select **Continue**.

Organization code

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## Enter Your Organization code

You can find your Organization code in your welcome email.

Organization code \* ⓘ

[Back](#) [Continue](#)

Having trouble? Find help in our Help Centre

11. On the **Member Verification** screen, enter your registered email. Select **Continue**.

Member Verification

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Enter the following details to continue

Email Address (Work)

[Back](#) [Continue](#)

12. On the **Personal Details** screen, enter your **Name** and **Date of Birth**. Select **Continue**.

Personal Details

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Enter Your Personal Details

Note: You will have the ability to edit this information later.

Legal First Name \*

Legal Last Name \*

Preferred Name ⓘ Optional

Preferred Last Name ⓘ Optional

Date of Birth \*

Month Day Year

MM DD YYYY

[Back](#) [Continue](#)

13. On the **Contact Details** screen, enter your **Address Information**. Select **Continue**.

## Contact Details

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### Enter Your Contact Details

Note: You will have the ability to edit this information later.

Address \*

Apartment or Unit Number

Optional

City \*

Province or Territory \*



Country \*

Phone Number

Optional

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Continue

14. On the **Create New Password** page, enter the password you would like to use for your account, then select **Continue**.

Password Creation

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## Create Your Password

Your password must meet the following criteria:

- 8-32 characters
- One upper case letter
- One lower case letter
- One special character
- No spaces


New Password \*

Confirm Password \*

[Back](#) [Continue](#)

Having trouble? Find help in our [support centre](#).

15. Select **Sign In**.



## Congratulations!

You've successfully created your account. Sign in to access your profile.

[Sign in](#)

And that's the final step. If you run into any troubles during the process, you can reach support directly at 1-855-933-0103 and a support specialist can assist you.